

**U.S. DEPARTMENT OF COMMERCE
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION**

PROGRAMMATIC SPECIAL AWARD CONDITIONS

1. For convenience and consistency of reporting of financial assistance provided under the Saltonstall-Kennedy (S-K) Grant Program, a format for the progress reports and the final report is included. Recipient must use this format for reporting purposes.
2. Grantees who propose to distribute their own final reports shall work with the Federal Program Officer to develop a distribution plan to ensure that adequate information on the availability of the report is provided to potentially interested parties, including persons or organizations outside the grantee's membership and/or geographic boundaries. A reasonable charge may be assessed for the final reports. Records should be kept by the grantee to document such distribution of notice of availability and requests for the final reports.

Also, Grantees shall submit a hard copy of the final report to the Federal Program Officer for review. Upon Program Officer approval, grantees shall submit the final report in either WordPerfect (version 6.1 or lower) or Microsoft Word (97 version or earlier) format. The final report may be submitted on a diskette mailed to the Program Officer, or via the Internet to the Program Officer's electronic mail address (see transmittal letter or NOAA Administrative Special Award Conditions). Costs associated with preparing and transmitting final reports in an electronic format are appropriately funded from the grant award. Requests for exemption from the requirement for electronic submission, or for use of a different format than those specified above, must be submitted for consideration and approval by NMFS no later than 120 days prior to the due date of the final report.

Only used if a Technical Monitor requested

3. (NAME) will serve as the Technical Monitor to the Program Officer identified on page two of the NOAA Administrative Special Award Conditions of this award. The technical monitor is responsible for preparing technical revisions of proposals and reports, monitoring project activities, providing technical assistance, and coordinating all programmatic issues or changes with the Program Officer.

Address if provided:

**Format for
Semi-Annual Progress Report**

A. Grant Number:

B. Amount of Grant: Federal _____ Match _____ Total _____

C. Project Title:

D. Grantee:

E. Award Period: From _____ To _____

F. Period Covered by this Report: From _____ To _____

G. Summary of Progress and Expenditures to Date:

1. Work Accomplishments:

- a. Describe tasks scheduled for this period (from proposal and amendments, if appropriate).
- b. Describe tasks accomplished this period.
- c. Explain special problems, differences between scheduled and accomplished work, etc.

2. Expenditures:

- a. Describe expenditures scheduled for this period.
- b. Describe actual expenditures this period.
- c. Explain special problems, differences between scheduled and actual expenditures, etc.

Prepared By: _____
Signature of Principal Investigator Date

NOTICE

Responses to this collection are required of grant recipients under the Saltonstall-Kennedy Program (15 U.S.C. 713c-3(c)). The information provided will be used to evaluate the progress of the work proposed under the grant. Confidentiality will not be maintained--the information will be available to the public. Public reporting burden for this collection of information is estimated to average 2.5 hours per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Marine Fisheries Service, Office of Sustainable Fisheries, F/SF2, 1315 East West Highway, Silver Spring, MD 20910.

NOAA may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Format for Project Final Report

I. Report Title, Author, Organization, Grant Number, Date

II. Abstract

A brief (one paragraph) description of the Final Report (for use in the S-K Annotated Bibliography).

III. Executive Summary

A brief and succinct summary of Final Report.

IV. Purpose

A. Detailed description of problem or impediment of fishing industry that was addressed.

B. Objectives of the project.

V. Approach

A. Detailed description of the work that was performed.

B. Project management: List individuals and/or organizations actually performing the work and how it was done.

VI. Findings

A. Actual accomplishments and findings.

B. If significant problems developed which resulted in less than satisfactory or negative results, they should be discussed.

C. Description of need, if any, for additional work.

VII. Evaluation

A. Describe the extent to which the project goals and objectives were attained. This description should address the following:

1. Were the goals and objectives attained? How? If not, why?

2. Were modifications made to the goals and objectives? If so, explain.

B. Dissemination of Project results:

Explain, in detail, how the project results have been, and will be, disseminated.

NOTICE

Responses to this collection are required of grant recipients under the Saltonstall-Kennedy Program (15 U.S.C. 713c-3(c)). The information provided will be used to evaluate whether the project conducted under the grant was successfully completed. Confidentiality will not be maintained--the information will be available to the public. Public reporting burden for this collection of information is estimated to average 13 hours per response including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspects of this collection of information, including suggestions for reducing this burden, to the National Marine Fisheries Service, Office of Sustainable Fisheries, F/SF2 1315 East West Highway, Silver Spring, MD 20910.

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